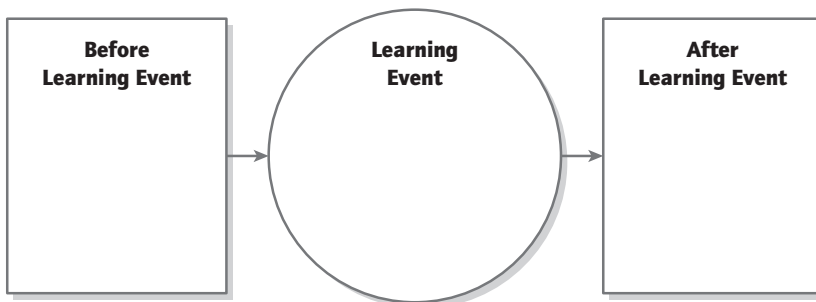


### Tool 4.3 Learning Process Planning Chart

Think of an employee or volunteer and what that person needs to learn to be more effective. Then, think of a learning event that might facilitate this learning, such as a workshop, seminar, computer-based course, videotape, audiotape, or reading material such as an article or book. Fill in the following planning tool. What should happen before, during, and after the learning event to ensure that learning occurs and that the new knowledge, skills, attitudes, and beliefs are retained and applied to achieve organizational success?



Discuss this chart with the learner. What will you do to enhance each phase of the learning process? For example, you might discuss your joint expectations for learning outcomes and how they are linked to your nonprofit's performance goals. During the time of the learning event, you might ask the learner to report to you how the event is enhancing his or her capacity to help the organization be successful. After the event, you might discuss how the new knowledge is being applied in the workplace. This tool can also be applied to less structured learning processes, such as coaching and mentoring, in the same way. Here is an example of a completed chart for learning about fundraising.

